

**राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड**  
**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref. No.NITUK/Estt./OO/2022/001/ **A-84**

Date: **21 APR 2022**

**CIRCULAR**

With reference to the Office Order vide ref.no.A-10 dated 04.04.2022, the guidelines for procurement for the Financial Year 2022-23 will be as under:

1. 90% of the procurement should be completed as per Annual Procurement Plan 2022-23 in the first six month of Financial Year i.e. April-2022 to September-2022.
2. During processing of the files no officials should make deliberate efforts to show their knowledge and intellect to stop/hinder the purchase process.
3. Purchase files related to the Financial Year 2021-22 should be closed and fresh process will be initiated against procurement for the Financial Year 2022-23 except those cases of procurement where bidding has already been done and the items is listed in Annual Procurement Plan 2022-23.
4. No purchase should be process in the month of March 2022.
5. Regular maintenance related purchase process should be done by the Hostel Section only.
6. Chief Warden will make a proposal and submit to the Registrar i.r.o. the creation of maintenance fund to take care of the regular maintenance issues of the Hostels.
7. An itemized list of stationery items and other consumables items (total 152 items) has already been submitted by Dean's and HoD's which will be procured by Central Stores only as per the compiled requirements of all Department/Section.
8. All the Dean's/HoD's/Section Head's will take care of procurement as per respective Annual Procurement Plan including the Department/Lab specific items.
9. All the department head's will initiate the vendor registration process as per the Institute norms for their respective department, a compile list of registered vendors must be submitted to the Assistant Registrar (Stores) latest by **25.05.2022** which must be approved by the Registrar. HoD's/Section Head's may update the list regularly with same procedure. For Central Stores procurement vendor registration will be done by Assistant Registrar (Stores) and for constructions vendor registration will be done by Dean (P&D) in association with Estate Officer.
10. Department Purchase Committee (DPC) has already notified vide Office Order no.A-82 dated 21.04.2022 and Institute Purchase Committee (IPC) vide Office Order no.A-13 dt. 04.04.2022.
11. For purchase related to Estate Section, responsibility will be with Estate Officer nominated vide Office Order no.A-05 dt. 01.04.2022.
12. For central procurement the communication from the Stores section will be made and maximum three days will be given to all the section heads/department heads to respond. In absence of response from any department the purchase will be process further.
13. In general, the procurement procedure for an item should be completed within 30 days from the start of the process. The procurement file should not be on hold in specific section/designated person for more than 03 working days.

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14. Requisition form has already been updated vide Office Order no.A-28 dt. 07.04.2022.
15. Registrar will look each and every file thoroughly and give specific recommendation accordingly as per the rules and regulations and other Government norms and notifications.
16. Assistant Registrar (Stores) and Assistant Registrar (Accounts) will prepare a check list to regularize the file handling at their respective section. The check list can also be implemented in the form of rubber stamp.
17. Delegation of administrative and financial powers has already been communicated vide Office Order no. A-10 dt. 04.04.2022. Hence, concerned section will handle the purchase process as per their financial power. All the administrative, financial, expenditure section related document like committee orders, release of work order, inspection etc. will be done by concerned section only. The copy of administrative and financial approval beyond the limit of Head/Dean must be send to Registrar for approval. Stores section will prepare a summary of the procurement on quarterly basis and submit it to Registrar for further process. For all the purchases beyond the limit of section head/HoD the purchase process will be the same except that it will be forwarded by the HoD office after DPC recommendation to Registrar/AR (Stores)/Faculty in-charge Procurement to next approving authority as per the applicable requisition form.
18. Present proprietary certificate will be modified by Assistant Registrar (Stores) and Faculty in-charge procurement keeping in view of the role and responsibility of the indenter.
19. Assistant Registrar (Stores) will look into the purchase methods, GeM requirement, MII requirement and GFR provisions etc.
20. Assistant Registrar (Accounts) will look after fund availability and payment process alongwith required relevant documents and deductions.
21. Faculty in-charge Procurement will look after the overall purchase process, MII requirement, timely disposal of procurement by Indenter, Stores and Accounts section and all provisions of rules etc.
22. Registrar will look after the overall purchase process, rules and regulations associated with the purchase process including GFR, GeM and MII requirement.
23. All Dean's/HoD's/Section Head's will strictly follow the provisions of GFR and other procurement related MoE/Gol rules and guidelines.

This is issued with the approval of the Competent Authority.

  
**Registrar**

Copy to:

1. All employees-through email.
2. All Dean's/HoD's/Section Head's
3. Faculty in-charge Procurement.
4. Assistant Registrar (Estt.)
5. Personal file of individual concern

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Ref.No.NITUK/Estt./2022/00/001/A-88

Date:

21 APR 2022

**Corrigendum**

With reference to the Circular no.NITUK/Estt./00/2022/001/A-84 dated 21.04.2022, March 2022 may be read as **March 2023** at sr. no.04.

Other content of the said circular will remain unchanged.

  
Registrar

Copy to:

1. All employees-through email.
2. All Dean's/HoD's/Section Head's
3. Faculty in-charge Procurement.
4. Assistant Registrar (Estt.)
5. Office of the Director
6. Office of the Registrar
7. Guard file - for record